



Community Development Review Process Developer Packet

This packet of information is designed to be an outline of what happens throughout the entire development review process in the City of Brighton. It will assist you, as a developer, in understanding how the City's development process works and what your responsibilities will be. Please keep this outline for your reference as it will aid you in responding quickly to your responsibilities.

Note: This document includes all of the steps required in all project types. Your project may not require all of the steps outlined in this document. The City Planner will help you identify any of the steps that can be eliminated from your application submittal. You will be identified throughout this and all subsequent documents as "applicant".

There are 12 identified steps to the development review process. They are as follows:

1. Preliminary contact with applicant (requires level one conceptual plans)
2. Final preliminary meeting with applicant (requires level two preliminary plans)
3. Pre-application conference
4. Summary meeting
5. Submittal of application (requires level three final plans)
6. Review period
7. Agreements created (development agreement and/or annexation agreement)
8. Planning Commission meeting
9. City Council meeting
10. Permits (construction)
11. Inspections (completion of construction)
12. Certificate of Occupancy and closeout of project

Note to Applicant: The City of Brighton Development Review Process is predicated upon the complete submittal of all applications, as well as the timely and complete revision of documents in response to comments by staff and other referral sources. The Planning Department reserves the right to unilaterally withdraw any submittal from the review process, should it feel the submittal is not responsive to such comments. This right to withdraw includes appearance(s) before the Development Review Committee. In the event a submittal is withdrawn from the process, it shall not retain its former position among the remaining projects, but shall instead be assigned the next available – scheduled – opening for re-review (additional fees for re-reviewed material may apply). Should an applicant choose to proceed to the Pre-Ap Conference, or the Planning Commission or City Council Public Hearings without staff approval, a recommendation of DENIAL shall accompany the submittal.